

**Water/Wastewater Commissioners’
Meeting Minutes
October 1, 2013**

Present: Robert E. Courage, Chairman
Dale A. White, Vice-Chairman
Michael E. Putnam, Member
David Boucher, Director
Evelyn Gendron

Call to Order:

Chairman Courage called the meeting to order at 6:00 p.m.

Decisions:

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the minutes of the September 17, 2013 meeting. Commissioner Putnam seconded the motion. Chairman Courage said the minutes were unanimously approved.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the September 2013 Bill Commitment 130930 and for the September 2013 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the September 2013 Bill Commitment 130930 and for the September 2013 Final Bills issued.

Public Notice, 11/18/13 Water Rate Hearing – The commissioners signed the public notice for the November 18 water rate hearing, to be held at 6:00 p.m. in the Board of Selectmen’s Meeting Room in the Milford Town Hall . Vice-Chairman White asked Director Boucher to provide the Board, prior to the public hearing, with the estimated cost increase that would affect the average water customer’s household.

Discussion/Information Items:

Smith and Beech Street Water Main Project – Mr. Boucher said there are four services remain on Smith Street to be tied in, as well as upper Beech Street residences. By Thursday, the anticipated project completion date, the Water Department crew will have decided whether to abandon one “dead end” line. Mr. Rick Riendeau, the Public Works Director, has been apprised of the anticipated project completion date, so that Brox materials may be ordered in a timely manner and to install an additional dry well.

Curtis Well Electrical and Instrumentation Improvements Project Update – Mr. Boucher said high temperature and intrusion SCADA alarms remain to be connected, which were found to be in the system, however, not functioning. Vice-Chairman White recalled that alarms were discussed during the

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previous Board of Commissioners' meeting. Mr. Boucher said other alarms had been connected. The bulk storage tank alarm hadn't been part of the original plan. He expects to see Woodard & Curran representatives this week, since they recently located the older type of card required and said the project calls for updating all communication systems between Curtis Wells and the Water Utilities Department.

Wastewater Switchgear Project Update – Mr. Boucher said the Arc Flash safety training class will be delivered on-site by Consulting Engineering Group, Hopedale, MA, on Tuesday, October 15th. New fire-rated doors will be installed at no cost to the Town of Milford. The company that had extended the Water Utilities Department doors for this project was certified to extend fire-rated doors, however was not certified by the manufacturer of the doors installed and modified at this site. SMR Design is reviewing the switchgear manuals. Vice-Chairman White inquired how the actual project costs compare to the budget. Mr. Boucher said the engineering costs exceed the budget due to the bid having been resubmitted, however, the tally is not complete as all of the paperwork has not been received. Mr. White asked if the numbers for the switchgear and the Curtis Well projects could be reviewed at the next meeting. Mr. Boucher said yes if the projects are complete.

Activities Report – Reviewed by the commissioners.

Miscellaneous Project Updates – Director Boucher said in order to complete this year's allotted water meter replacement program inventory one meter remains to be installed, which can occur after a plumber is scheduled to remove the existing, old meter. Meters between 1-1/2 and 4 inches are considered large. Thirty-four large meters will be purchased during 2014, at a cost of \$29,298.06, which does not include a potential discount applicable when a bulk order is placed. Chairman Courage said approximately \$40,000 - \$50,000 has been budgeted annually within a Water Department capital reserve account for water meter replacement and it is good to hear that this program can be completed for less than \$30,000.00. He added that the Board of Commissioners look forward to reviewing the Water Utilities Department budget soon. Chairman Courage made the motion to authorize Director Boucher to purchase 34 large water meters at a price of \$29,298.06, and to accordingly request the transfer of the Water Department capital reserve funds early in 2014. Vice-Chairman White seconded the motion. All voted in favor. Tires will be replaced on the 2008 F250 and 2002 GMC Sierra trucks. The 1995 International Model 4900 dump truck will be brought to St. Jean Auctioneers. Commissioner Putnam asked when additional paving would occur at the facility to even out the black top and fill holes not far from the septage receiving building. Director Boucher agreed the suggested improvements are necessary. He will review the storm water permit flow restrictions and will contact Brox, DLB Paving and Continental Paving for tack-coated, 1-1/2" overlay pavement price proposals. Chairman Courage read the letter of appreciation from Mr. Aaron Kaplan dated September 15, 2013 and the Joint Loss Management Committee results of the September 19, 2013 inspection held at the Water Utilities Department. No deficiencies or infractions were noted and the Water Utilities Department "was found to be in excellent condition". Financial statements prepared by the Finance Department were reviewed. Chairman Courage noted that soon capital reserve funds regarding Curtis Well and Beech Street projects can be withdrawn and transferred back into the budget. Director Boucher said the Wilton Water Commissioners have not yet been invited to the joint meeting with the Board of Selectmen regarding potentially extending the water main on west Elm Street. Vice-Chairman White said this meeting will help ascertain the interest level of others to participate in funding an extension. Mr. Boucher spoke with the Dunkin Donuts owner, who is disappointed this joint meeting didn't occur prior to replacement of water storage holding tanks, as the owner indicated he would not like to have to spend money for both holding tanks and contribute toward a water main extension. Mr. White said based upon the volume of

business visible Thursdays through Saturdays at all three of the Milford Dunkin Donuts locations, he expects the West Elm Street business's water needs should be sufficient to pique the owner's interest to participate in the upcoming joint meeting discussions and to pursue the feasibility of tying into a water main extension should a cost-sharing opportunity among several entities be affordable. Mr. White inquired who would be responsible for inviting the landowners and Wilton Water Commissioners. Chairman Courage asked who is arranging this meeting. Commissioner Putnam said he thought the State is planning this. Director Boucher said the State is conducting a study and that Water Utilities recently updated maps citing current water and sewer main locations and he doesn't expect the State to take action prior to December of 2016. Mr. Putnam said the Board of Selectman was informed during last night's meeting that in December a public hearing will be held in conjunction with their ten year plan. Mr. Boucher recalls correspondence from the State indicating they would distribute project bid requests in September 2015. Mr. White recalled that during a previous Economic Development Advisory Committee (EDAC) meeting Bill Parker, Director of Community Development, had promoted a joint meeting among Milford and Wilton board members as well as Elm Street businesses. Mr. Boucher said a water main extension along west Elm Street could benefit several small businesses. Vice-Chairman White said he would call Mr. Parker tomorrow to confirm who has been invited to the joint meeting and suggested Milford Water Utilities should invite the Wilton Water Commissioners. Director Boucher said the previous Board of Wilton Water Commission members had encouraged a 12" water main be as close to Wilton as possible, given the Pine Valley Mill's location. Mr. White said a water main is under construction there now as far as the gray outbuilding. Mr. Boucher said the Wilton Commissioners are aware of the benefits of having a back-up, additional water supply. Mr. White said it would be most economical to tie in with another town. Mr. Boucher said the last time he had spoken with the Wilton Water Commissioners, it was their opinion that a connection with Milford's water supply would be a greater benefit to Milford than to Wilton. Mr. White recalled reading in the SEA Consultants' report that the State recommended Wilton plan for a back-up water connection. Mr. Boucher agreed that Wilton Water Commissioners should be invited to the joint meeting. Mr. White reiterated that he would speak with Mr. Parker, determine the joint meeting layout, and contact Mr. Boucher.

Vice-Chairman White requested discussion during the next meeting about major projects for the 2014 budget. Mr. Boucher said current operations are being reviewed with regard to the 2014 budget, such as replacing composting operations with sludge removal from the facility via contract haulers. Mr. White suggested including calculations for dewatering process energy costs versus rehab/maintenance/repair costs, and asked whether the assistance of an engineering consultant would be beneficial. Director Boucher said perhaps for estimating depreciation items. Regarding estimating dewatering process costs, Mr. Boucher said he will make inquiries to landfills, and this budget item may need to be presented as a warrant article. Mr. White said he looks forward to Mr. Boucher's recommendations, with items prioritized over ensuing budget years. Mr. Boucher said attention will be given to aging infrastructure such as the gravity thickeners, as obtaining replacement parts is difficult. He responded to Vice-Chairman White's inquiries about the pavement patch/repair on Souhegan Street, which will be paved at the same time as Smith and Beech Streets by the Public Works Department.

Non--Public Session

Vice-Chairman White made the motion to go into non-public session at 6:35 pm for the purpose of discussing land, per RSA 91-A:3,II(d). Vice-Chairman White seconded the motion. All voted in favor. At 6:44 pm, Commissioner Putnam made the motion to exit the non-public session. Vice-Chairman

White seconded the motion. All voted in favor. During the non-public session the decision was made to seal the non-public meeting minutes.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 6:00 p.m. on Tuesday, October 15, 2013 at the Water Utilities Department, 564 Nashua Street.

West Elm Street water main discussions will be held on Monday, October 21, 2013, 5:30 p.m., in the Board of Selectmen's Meeting Room, Town Hall.

The Water Rate Hearing will be held at 6:00 p.m. on Monday, November 18, 2013 in the Board of Selectmen's Meeting Room, Town Hall.

Adjournment:

At 6:45 p.m. Chairman Courage made the motion to adjourn the meeting. Commissioner Putnam seconded the motion. All voted in favor.

Robert E. Courage, Chairman

Date

Dale A. White, Vice-Chairman

Date

Michael E. Putnam, Commissioner

Date